

**PHILIP MORRIS INCORPORATED
INTER-OFFICE CORRESPONDENCE**

100 Park Avenue, New York, N.Y. 10017

To: • Ms. Claire Turner
From: • Mary Porzelt
Subject: •

Date: November 25, 1980

Attached is Executive Secretary I job description, which has been approved by Mr. Resnik. As we discussed, this should be posted on December 1.

Thanks for your assistance.

Mary

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